

***GENERAL INSTRUCTIONS**

for the
ANNUAL REPORT
OF INSTITUTIONAL
LIBRARIES
to the
OFFICE OF LIBRARY AND INFORMATION
SERVICES

FISCAL YEAR 2003
JULY 1, 2002 - JUNE 30, 2003

Deadline for submission of this report is September 15, 2003.

All references to FY2003 in the Annual Report are for the period of July 1, 2002 to June 30, 2003.

*Do not submit the Instructions document as part of the Annual Report.

Fill out the Annual Report completely. Prompt and accurate completion of the forms is essential to processing applications for state grant-in-aid.

ANNUAL REPORT FORM

When completing the Annual Report, please follow these instructions:

- Read all instructions and definitions.
- Use ink on all paper forms submitted
- Send the original when submitting signed forms
- Fill in all the lines.
- Use the appropriate code for each line:

Y when answering yes to a data item.

N when answering no to a data item.

0 when your library knows it has nothing of an item.

N/A when your library has an item but the information is not available
(Please provide an explanation when information is not available.)

- Use decimals, not fractions.
- Compare the data reported on the FY2002 Annual Report submitted last year to the FY2003 data reported this year. Check and explain major differences.
- Double check the figures provided. Only data elements 14-16 require weekly figures.

Wages (Annual Report) Form

- ▶ Provide the number of staff even if the number is only 1.
- ▶ Use a different line for each position within a category that has a unique salary/hourly rate and/or hours per standard week.
- ▶ Use a different line for each category that is used to split a position. Report the portion of # of staff, salary and hours per standard week with the category used. Use decimals to report the portion of a person within a category. See Wages Form Instructions for more detail.
- ▶ Provide the minimum and maximum salary or hourly rate whenever known. A range is only valid when both the minimum and maximum figures are provided.

APPLICATION FOR GRANT-IN-AID

- ▶ The FY2004 Grant-in-Aid amount available to your institution is published on the LORI website (<http://www.lori.ri.gov>). See Grants then State Aid.
- ▶ The FY2004 operating appropriation for state supported institutional library services must be equal to or greater than the Appropriation and Expenditure amount reported for Institutional Operating Funds For the Library on the FY2003 Certification of Appropriation and Expenditure form.

CERTIFICATION OF APPROPRIATION AND EXPENDITURE

- ▶ Both the institutional finance officer and the institutional library administrator must sign the Certification of Appropriation and Expenditure to certify that the reported amounts are correct and complete. Settle discrepancies before completing this form.